



Sample Syllabus | Financial Acumen II

Purpose:

This document provides an example syllabus for a financial acumen competency. This information was designed to appear on the homepage of a course in a learning management system.

Home Page

Instructor Information

Name, Title, Department, Email, Phone, Office

Contact Information

Please contact me via the Canvas Inbox. If that is not available, my email is: [...]

Response time is usually 24 - 48 hours; possibly a little longer on weekends, holidays, and breaks.

Student/Office Hours

Regular Student/Office Hours are held in Zoom at the times below; no appointment or camera is needed. Drop in any time. Additional times via phone or Zoom are available by appointment.

- Mondays 8 - 9 am PT
- Wednesdays 4 - 6 pm PT
- Saturdays 9 - 10 am PT

Interaction and Communication

Communication is the most important element in an online course. I encourage you to send me a message in the Canvas Inbox if you have an urgent issue. You can also check the course frequently asked questions (FAQ) page to see if your question has been answered before.

Specialized Technology or Timing Requirements

No additional or specialized technology is required for this course. No synchronous sessions are required for this course.

Syllabus

Competency: Financial Acumen II

Welcome to the second step in achieving the Financial Acumen competency. Now that your foundational math skills are refreshed, we can apply this to your personal financial situation. Once one can apply financial acumen to their own personal financial situation, you will be well prepared to move to Financial Acumen III.

A complete definition of the Financial Acumen competency follows. This building block course, Financial Acumen II, prepares you to master the personalized elements of financial planning and execution so that you can later apply these activities in a business setting.

Financial Acumen Competency Description

I can describe the financial framework of the organization and the relevancy of each supporting unit. I can display a working knowledge of the basic terminology associated with financial acumen. I can competently speak to basic US GAAP prepared financial statements. I can describe, select, and deploy related analysis tools and/or other accepted models/techniques to ensure informed, timely, and effective decision making. I can plan, direct, and control relevant work unit budgets that I am responsible for. I can demonstrate ethical decision making on a routine basis, and in the face of potential missed operational targets and/or expectations. I can interpret historical financial data (retrospective and future learning trends) and persuasively communicate these observations and suggested remediations, on a timely basis, via verbal and written presentations, to my immediate supervisor and senior leadership.

Financial Acumen II Behavioral Indicator

Create and implement a comprehensive personal financial plan that includes goal setting, budgeting, credit assessment, and investment evaluation, demonstrating a deep understanding of personal financial concepts and their practical applications. (This is item “c” in the overall Financial Acumen journey.)

Assessment Strategy

You will submit a complete personal financial plan that will include the following components. Each of these components is submitted in a formative assessment for feedback and improvement before submission as part of the final plan:

1. Three SMART goals in each of these areas: Career, Spending Plan/Cash Flow, Tax Planning, Use of Credit, Insurance, Savings and Investing.
2. Annual and Monthly Expense Budget for next year
3. Major Purchase Analysis
4. Investment Plan, including your Investor Profile

Course: BUS C120 Personal Finance

Your mastery of the Financial Acumen II competency will result in the course BUS C120 Personal Finance being transcribed onto your Coastline College transcript.

Course Description

In this Personal Finance course, you will learn the fundamentals of financial planning. You will also develop an understanding of the social, psychological, and physiological contexts that influence decision-making. This course provides comprehensive coverage of personal financial planning in the areas of money management, healthcare and other insurance, career planning, taxes, consumer credit, debt, investments, retirement planning, and estate planning. The course provides financial planning tools, enabling you to consider various debt and credit options to meet your personal financial goals. You will also assess diverse investment options, weighing their advantages and disadvantages to suit your individual circumstances and goals. (Effective Fall 2024).

Student Learning Outcomes (SLOs)

1. Devise a set of financial goals in areas such as spending/budgeting, tax planning, savings/investing, use of credit, etc.
2. Develop a monthly budget, compare actual expenditures to the budget, and analyze the discrepancies.
3. Compare and contrast various types of credit and debt with attention to their uses, costs, and consequences on a personal and societal level.
4. Compare and contrast investments with attention to personal preference, lifestyle, needs, available resources, and goals.
(Effective Fall 2024).

Course Objectives

1. Discuss individual factors that influence financial thinking and describe how income, income needs, risk tolerance, and wealth are affected by those individual factors.
2. Identify and compare the sources and uses of income.
3. Examine and analyze the results shown on the income statement, balance sheet, and cash flow statement.
4. Demonstrate how time affects liquidity and value.
5. Compare the relationships of budgets, goals, and behaviors.
6. Define the different kinds of incomes, assets, and transactions that may be subject to government tax.
7. Critique the pre-purchase, purchase, and post-purchase steps in consumer purchases.
8. Identify the components of the mortgage affordability calculation and calculate estimated mortgage affordability.
9. Compare and contrast the various forms of personal insurance.
10. Estimate retirement expenses, length of retirement, and the amount needed/saved for retirement.

11. Analyze and differentiate the characteristics, functions, and practical applications of stocks, bonds, and mutual funds in terms of issuance, ownership, and trading.
12. Summarize how biases can affect investor decision-making.
13. Explain how leading economic indicators are used to gauge the current economic cycle and the outlook for the economy.
14. Describe the macroeconomic and microeconomic factors that affect job markets and influence job and career decisions.

(Effective Fall 2024)

Modules & Lessons

1. Module 1: Foundations of Personal Finance
 - 1.1. Lesson 1: Personal Financial Planning Fundamentals
 - 1.2. Lesson 2: Finance Basics
 - 1.3. Lesson 3: Financial Statements
 2. Module 2: Career Planning, Time Value of Money (TVM), and the Economy
 - 2.1. Lesson 1: Career Planning
 - 2.2. Lesson 2: Investor Behavior and the Stock Market
 - 2.3. Lesson 3: Time Value of Money (TVM)
 3. Module 3: Taxation and Money Management
 - 3.1. Lesson 1: Taxation
 - 3.2. Lesson 2: Financial Management
 4. Module 4: Budgeting
 - 4.1. Lesson 1: The Budget Process
- [...]

Other Course Information

Course Materials:

All course materials are embedded in your Learning Management System (LMS), Canvas.

Course Workload:

This is a student-directed, project-based course. You will develop and submit individual section drafts of the project as you move through the material. Once you demonstrate mastery of a project section, that section is ready to be included in the final project submission.

It is expected that the average learner will spend 30 to 35 hours to review the content, apply the lessons, develop the draft sections, incorporate instructor feedback, and compile and submit the final project.

Cross walked units

This competency cross walks to Personal Finance (BUS C120) which is 3 units on your transcript.